



Position: Monitoring, Reporting, and Evaluation Coordinator

Department: Programming & Training Unit

Supervisor: Programming and Training Manager

Type of position: Personal Service Contractor, Full Time

Summary

The MRE Coordinator provides overall coordination of Peace Corps/Sierra Leone's monitoring, reporting, and evaluation (MRE) activities as well as supports the implementation of grant systems. The coordinator will assist the programming team in collecting high-quality data and analysis for monitoring and evaluating activities throughout Sierra Leone. The incumbent will provide on-going training to staff and Volunteers to support their completion of community grants, data collection and reporting. S/he will disseminate information to internal and external constituents consistent with policy and post leadership. The MRE Coordinator will be based at the Peace Corps/Sierra Leone's office on Signal Hill and reports directly to the Programming and Training Manager (PTM) and onward to the Country Director (CD).

Description

Monitoring, Reporting, and Evaluation Planning

- 1) Assist in the development of and manage the implementation of an annual MRE plan for post
- 2) Serve as point of contact for headquarters' MRE team. Actively share best practices in the areas of MRE procedures, practices, and policies.
- 3) Ongoing and regular consultation with the Project Advisory Committee (PAC) about overall program and project needs. In collaboration with post staff, utilize PAC feedback to adapt and adjust post program and projects as needed.
- 4) In collaboration with the PAC and programming staff, collect baseline data for all goals in new or revised project frameworks
- 5) Coordinate and manage the reporting period-level and activity-level questions section in the VRT

Staff Capacity Building

- 1) Provide training to staff on MRE knowledge and skills, as needed
- 2) Provide on-going MRE support to post staff, including using the VRT, data quality assurance, data cleaning, and data analysis
- 3) Orient new P&T staff regarding MRE practices at post

Volunteer & Grant Support

- 1) Present the MRE Global Core training sessions or other post-developed MRE training. Revise/update as needed.
- 2) Develop technically and structurally sound data collection tools that are simple to use, utilize correct data collection methods, and provide a seamless transition to the Volunteer Reporting Tool.
- 3) Train Volunteers on the process to implement community grants and available funding options.
- 4) Coordinate the staff review and submission of Volunteers' community-based grants.
- 5) Ensure Volunteers meet reporting requirements for community-based grants.
- 6) Provide MRE-related feedback on Volunteer activities.

Monitoring

- 1) Via the VRT data extracts, monitor the progress of the project framework targets, the fidelity between Volunteer activities and the project framework, and clean the VRF data
- 2) Conduct data quality assurance checks with Volunteers to ensure their correct use of data collection tools and understanding of basic MRE practices
- 3) Based on analysis of project-level data, revise project frameworks in collaboration with post programming and HQ staff during scheduled project review periods
- 4) Lead the development of post's performance goals for the IPBS strategic planning process. Track post's annual IPBS Performance Goals

Evaluation

- 1) Plan, coordinate, and manage project reviews of all post projects, utilizing standard process evaluation guidelines and procedures
- 2) Conduct process evaluations as requested or necessary
- 3) Conduct outcome evaluations of post projects approximately 3-5 years after the completion of the project framework and the final group of Volunteers that were trained under that project have completed their service

Reporting

- 1) Coordinate the organization of and reporting on project-level data in post's annual reports to stakeholders and partners (includes both project framework data and post-defined questions from the VRT, as well as Status Report data)
- 2) Write reports on any project reviews, process evaluations, and/or outcome evaluations conducted at post
- 3) In collaboration with post staff, lead and coordinate the sharing of aggregated project-level data from the VRFs with Volunteers
- 4) Coordinate response to OSIRP's annual PAR data call

- 5) Support the completion of the Annual Volunteer Survey (AVS). Manage and coordinate the analysis and dissemination of post-level AVS data. Provide recommendations on integrating AVS findings into improving post operations
- 6) Support the completion of the counterpart survey. Manage and coordinate the analysis and dissemination of post-level counterpart survey data. Provide recommendations on integrating counterpart survey findings into improving post operations
- 7) In collaboration with posts staff, complete the annual Status Reports (SRs). Provide recommendations on integrating SR findings into improving post operations

Other

- 1) Functions as member of the programming team in meetings, discussions, activities, and decisions which concern the country program
- 2) Review all other relevant MRE materials currently available from the agency.
- 3) Attend local MRE professional trainings and community of practice meetings as necessary and available
- 4) Participate in on-line MRE trainings as necessary and available
- 5) Adhere to PC policies and guidelines concerning staff, trainees and Volunteers, and property, including vehicles.
- 6) Provide back-up coverage for programming staff, if needed, or performs other relevant duties as assigned

Safety and Security Support

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Level and Effort

Incumbent performs duties during a 40 hour work week at a set work schedule as indicated in the contract. Events may require occasional work in the evenings and on weekends and holidays.

Qualifications

- Degree in journalism, communications, business, social sciences, statistics or other related field.
- Four years' experience working in communications, program management, international development or M&E or related field.
- Proven experience in adult training particularly in a multi-cultural setting. Significant experience in databases and other relevant software, Excel experience is mandatory
- Ability to read, write and speak English fluently,
- Ability to multi-task and to work in a fast-paced work environment, particularly interpersonal and self-management skills.
- Capacity to travel frequently throughout Sierra Leone and often on rough roads.